SEARCH PAYMENTS

Introduction	This section will show how an authorized user can search and view payments on the employer account. From here, the user can view the payment status/details of all payments associated with the account.

Step-by-Step Instructions:

1. Navigate to the payment home page, using the instructions in the section - 'Navigating to Payments'.

2. Click on the link 'Search Payments'. The following screen will appear. If you would like to limit your search results by payment method, status, confirmation etc., enter your search criteria and click on 'Search'. If no search criterion is entered, all available payments for the employer account will be displayed.

3. The search results will appear as follows.